

## DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
045	<p>RESERVE CAREER PLANNING</p> <p>Functional Area Manager: MARINE FORCES RESERVE (MARFORRES)</p> <p>Point of Contact: MSgt Jackie L. Hansen (DSN) 678-7795 (COML) 504-697-7795 Email: <a href="mailto:jackie.hansen@usmc.mil">jackie.hansen@usmc.mil</a> Date Last Revised: 04 September 2014</p>
045 01	<p>STAFF NONCOMMISSIONED OFFICER-IN-CHARGE (SNCOIC) RESPONSIBILITIES (PERTAINS TO MSC, REGIMENT, GROUP LEVEL SNCOIC'S)</p>
045 01 001	<p>Does the Staff Noncommissioned Officer-in-Charge (SNCOIC) conduct required Career Planning evaluations?</p> <p>Reference MCO 1040.31, chap 2, par 2a(6); MCO 1040R.35, chap 3, par 8a; ADVANCED TOOLS FOR COACHING (AT4C) PARTICIPANT GUIDE</p>
045 01 002	<p>Does the SNCOIC conduct and document required monthly/quarterly follow-on training for all subordinate Career Planners?</p> <p>Reference MCO 1040.31, chap 2, par 2a(8); MCO 1040R.35, chap 3, par 11; ADVANCED TOOLS FOR COACHING (AT4C) – PARTICIPANT GUIDE</p>
045 01 003	<p>Does the SNCOIC advise the Commanding General/Commanding Officer on Marine Corps Enlisted retention matters (e.g. Retention Reports, Letters of Instructions, Case Studies and After Action Reports)?</p> <p>Reference MCO 1040.31, chap 2, par 2a(4); MCO 1040R.35, chap 3, par 8c</p>

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- 045 01 004 Does the SNCOIC understand and coordinate the implementation of the current Fiscal Year Retention Campaign & Retention Guidelines within the command?  
Reference:  
Current Fiscal Year Retention Guidelines (MARADMIN)
- 045 01 005 Does the SNCOIC conduct on sight inspections of subordinate commands?  
Reference:  
MCO 1040.31, chap 2, par 2a(5)(2); MCO 1040R.35, chap 3, par 8d
- 045 01 006 Does the SNCOIC conduct quality control on all Reenlistment, Extension, Lateral Move (RELM) requests submitted by subordinate Career Planners?  
Reference:  
MCO 1040.31, chap 2, par 2a(10); MCO 1040R.35, chap 3, par 8g
- 045 01 007 Does the SNCOIC ensure the interviews are conducted as required?  
Reference:  
MCO 1040.31, chap 3, par 2b; MCO 1040R.35, chap 8, par 3
- 045 02 CAREER PLANNER RESPONSIBILITIES
- 045 02 001 Does the Career Planner have an assigned office conducive to an effective Career Planning Program?  
Reference:  
MCO 1040.31, chap 2, par 4a; MCO 1040R.35, chap 3, par 8
- 045 02 002 Does the Career Planner have immediate access to all required data Processing equipment necessary to conduct daily operations?  
Reference:  
MCO 1040.31, chap 2, par 4b; MCO 1040R.35, chap 3, par 10
- 045 02 003 Does the Career Planner have additional duties that either compromised the Career Planner's position or require the preponderance of their time?  
Reference:  
MCO 1040.31, chap 2, par 7d; MCO 1040R.35, chap 3, par 6

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- 045 02 004 Does the Career Planner, parent or host command, track and maintain responsibility of Fleet Assistance Program (FAP) and temporary additional duty (TAD) Marines to ensure that the best interest of the individual and the Marine Corps is served?  
Reference:  
MCO 1040.31, chap 1, par 3b(1)d
- 045 02 005 Does the Commanding Officer properly delegate authority to conduct Commanding Officer EAS interviews in writing, when applicable?  
Reference:  
MCO 1040.31, chap 3, par 1g
- 045 02 006 Does the Commanding Officer conduct all Commanding Officer EAS interviews where the Marine is receiving a Reenlistment Eligibility (RE) Code other than RE-1A?  
Reference:  
MCO 1040.31, chap 3, par 2b(3)d
- 045 02 007 Does the Interview Management System show any overdue Commanding Officer interviews?  
Reference:  
MCO 1040.31, chap 3, par 2b; MCO 1040R.35, chap 8, par 3
- 045 02 008 Does the interview management system and/or Career Planning Contact Record show any missed Commanding Officer interviews?  
Reference:  
MCO 1040.31, chap 3, par 2b; MCO 1040R.35, chap 8, par 3
- 045 02 009 Does examination of the Interview Management System and/or Career Planning Contact Records reveal that the Commanding Officer is making reenlistment recommendations and assigning appropriate reenlistment eligibility codes?  
Reference:  
MCO 1040.31, chap 3, par 2b(3)d; chap 6, par 1a(2); app d; MCO P1900.16F; MCO 1040R.35, chap 5, par 4a, and fig 5-5
- 045 02 010 Does the Interview Management System show any overdue Career Planner interviews?  
Reference:  
MCO 1040.31, chap 3, par 2b; MCO 1040R.35, chap 8, par 3

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- 045 02 011 Does the Interview Management System show any missed Career Planner interviews?  
Reference:  
MCO 1040.31, chap 3, par 2b; MCO 1040R.35, chap 8, par 3
- 045 02 012 Does examination of the Interview Management System and/or Career Planning Contact Records reveal that the Career Planner is documenting a chronological record of the Marine's basic qualification for reenlistment; the evaluation of the Marine; the Marine's specific reason(s) for not reenlisting; detailed summary of discussion with the Marine; and the recommended RE- Code, if the Marine separates?  
Reference:  
MCO 1040.31, chap 6, par 1a(2); MCO 1040R.35, chap 8, par 6c
- 045 02 013 Does examination of the Interview Management System and/or Career Planning Contact Records reveal that the Career Planner is advising Marines on Career Enhancement Tools?  
Reference:  
MCO 1040.31, app c and f; MCO 1040R.35, chap 8, par 3f; ALMAR 044/05; MCTIMS ROADMAPS, TECOM and MMPR WEBSITE
- 045 02 014 Does the Career Planner provide information on Marine for Life, benefits of joining/staying Selected Marine Corps Reserve, and the requirement to attend Transition Readiness Program to Marines (during the EAS/RECC interview) who will not reenlist?  
Reference:  
MCO 1754.8A, chap 1, par 4c(2)e; MCO 1040.31, chap 3, par 2b(3); MCO 1040R.35, chap 8, par 3f; ALMAR 068/02
- 045 02 015 Is the Career Planner familiar with restrictions affecting service limits?  
Reference:  
MCO 1040.31, chap 4, par 10; Current MCBUL 5314 (ECFC); MCO 1040R.35, chap 5, sect 2, par 1; MCO 1001.52J
- 045 02 016 Are the contact records maintained in the open, working, and closed binders?  
Reference:  
MCO 1040.31, chap 6, par 1a(4); MCO 1040R.35, chap 8, par 6d

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- 045 02 017      Are the individual case files maintained alphabetically in six sections?  
Reference:  
MCO 1040.31, chap 6, par 1b; Career Planning Guidebook
- 045 02 018      Does the Career Planner maintain the career planning contact record, and the individual case file for the current fiscal year plus two previous fiscal years?  
Reference:  
MCO 1040.31, chap 6, par 1d; MCO 1040R.35, chap 8, par 6d(4)
- 045 02 019      Does the Career Planner thoroughly screen each Marine prior to creating a RELM?  
Reference:  
MCO 1040.31, chap 6, par 2b(4); Current TFRS Submission Guidelines; MCO 1040R.35, chap 5, par 2d(4)
- 045 02 020      Does the Commanding Officer, Career Planner, and requesting Marine sign all RELM responses from CMC (MMEA & RCT)?  
Reference:  
MCO 1040.31, chap 6, par 2; TFRS RELM responses; TFRS WEBSITE - training page
- 045 02 021      Does the Career Planner properly complete & file the DD Form 4 (Reenlistment Contract)?  
Reference:  
MCO 1040.31, chap 6, par 3; MCO 1040.35R, chap 5, sect 4, par 8e; MCO P1070.12K, chap 4, par 4003; Current TFRS messages
- 045 02 022      Does the Career Planner properly complete & file the NAVMC 321a (Agreement to Extend Enlistment)?  
Reference:  
MCO 1040.31, chap 6, par 4; MCO 1040.35R, chap 5, sect 4, par 8e and f; Current TFRS message
- 045 02 023      Does the Career Planner properly cancel the NAVMC 321a?  
Reference:  
MCO 1040.31, chap 5 par 2; MCO 1040R.35, chap 5, sect 3, par 6

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- 045 02 024 Is the Selective Reenlistment Bonus Program Statement of Understanding properly completed?  
Reference:  
MCO 7220.24N, par 10
- 045 02 025 Does the command ensure Career Planning forms are updated in the Marine's Official Military Personnel File (OMPF) in a timely manner?  
Reference:  
MARADMIN 680-11, TFRS Message T0176
- 045 02 026 Does the Career Planner demonstrate satisfactory knowledge and understanding of the current FY Enlisted Retention Plan?  
Reference:  
CURRENT FY RETENTION GUIDELINES (MARADMIN)
- 045 02 027 Is the Career Planner familiar with the procedures for involuntary separation pay?  
Reference:  
MCO 1040.31, APP E; MCO 1040R.35, app b; Current TFRS message
- 045 02 028 Does the Career Planner demonstrate understanding of the purpose for extensions of enlistment?  
Reference:  
MCO 1040.31, chap 5 par 1; MCO 1040R.35, chap 5, sect 3, par 1b
- 045 02 029 Is the Career Planner and collateral duty Career Planner assigned in writing?  
Reference:  
MCO 7220.12P, par 4; MARFORRES FPL 14-11
- 045 02 030 Does the Career Planner properly identify Marines needs and motivators?  
Reference:  
Marine Corps Communication and Consulting (MC3) Participant Guide
- 045 02 031 Is the Career Planner able to communicate effectively?  
Reference:  
Effective Communication Skills (ECS) Participant Guide; MCO 1040.31, app b; NAVMC 11669

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- 045 03 RESERVE SPONSORSHIP PROGRAM RESPONSIBILITIES
- 045 03 001 Does the command have a written agreement with the local Marine Corps Recruiting Station for Non Prior Service (NPS) applicants/enlistees and the local Marine Corps Prior Service Recruiting Site for Prior Service applicants/re-enlistees?  
Reference:  
MCO 1040R.35, chap 4, sect 1, par 2
- 045 03 002 Are orientation briefs being conducted for all NPS enlistees and documented on the reserve NPS Initial Orientation Checklist prior to IADT?  
Reference:  
MCO 1040R.35, chap 4, sect 2, par 1d and fig 4-1
- 045 03 003 Does the CO appoint a sponsor in writing for each newly joined Marine who is of similar rank and MOS?  
Reference:  
MCO 1040R.35, chap 4, sect 3, par 2
- 045 03 004 Does the unit provide a Welcome Aboard package to each newly joined Marine?  
Reference:  
MCO 1040R.35, chap 4, sect 3, par 5
- 045 03 005 Does the unit 1stSgt/SgtMaj ensure that the newly joined Marine is assigned to the proper work section, issued proper equipment, and uniforms, receives pertinent unit information, and provides personal contact information to the unit Admin?  
Reference:  
MCO 1040R.35, chap 4, sect 3, par 6b
- 045 03 006 Is the unit 1stSgt/SgtMaj checking on the Marine during the third drill weekend to address appropriate issues as necessary with the newly joined Marine?  
Reference:  
MCO 1040R.35, chap 4, sect 3, par 8